

Capital Planning Committee  
October 6, 2021 Meeting Minutes  
Veterans Memorial Building  
Via ZOOM

Call to Order: Committee Chair Jonathan Barry called the meeting to order at 5:34PM via ZOOM. Those present included Mr. Barry, Peter Berube, John Corcoran, Erin Underhill, Mike Guzinski, Carol Johnston and Clerk, Maureen Canesi

Terry Wiggen, Business Manager for the School Department, reviewed and gave background information for school items on the Capital Request Spreadsheet. He advised the Committee, from his standpoint, which items should be prioritized:

- Elevator Upgrades
- Walk In Freezer
- Steamer/Kettle

Chair Barry informed the Committee of some updates he has made to the Master Prioritization Worksheet. He stated that he will be emailing the Worksheet to the Committee for review.

**Mr. Corcoran made a motion to adjourn at 6.45pm. The motion was seconded by Ms. Berube. A roll call vote was taken and the Committee voted unanimously in favor of the motion.**

Respectively submitted by Maureen Canesi